

# Retention and Classification Report

**Agency:** District Court (Seventh District : San Juan County) (1699)

San Juan County Public Safety Bldg.  
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## Records Officer

07074	Civil case files
06878	Criminal case files
28255	Docket checkout log book
84204	Inheritance tax liens registers
13467	Probate case files
28189	Transcripts

**AGENCY:** District Court (Seventh District : San Juan County)

**SERIES:** 7074

3

**TITLE:** Civil case files

**DATES:** 1896-

**ARRANGEMENT:** Numerical by case number.

**ANNUAL ACCUMULATION:** 0.80 cubic feet.

**DESCRIPTION:**

These case files from the Seventh District Court in San Juan County document the legal process and the administration of justice in conjunction with a civil proceeding for the determination of a controversy between parties wherein rights are enforced or protected, or wrongs are prevented or redressed. Included are all cases which cannot legally be called "criminal cases". Records and documents pertaining to a particular action are filed together by the court clerk, who is required by the Rules of Civil Procedure to file pleadings and other legal papers. Collectively they constitute the case file.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 9 years and then microfilm.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an

**AGENCY:** District Court (Seventh District : San Juan County)

**SERIES:** 7074

**TITLE:** Civil case files

(continued)

action may well extend beyond their immediate administrative use.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** District Court (Seventh District : San Juan County)

**SERIES:** 6878

3

**TITLE:** Criminal case files

**DATES:** 1896-

**ARRANGEMENT:** Numerical by case number.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Case files are made up of the various documents filed with the Fifth District Court in Beaver County pertaining to each specific case. The records usually contain information such as the case number, and the names of the defendants, counsel, jurors, and witnesses. The case file may include complaints, indictments, subpoenas, verdicts, warrants of arrest, execution or confinement, warrant returns, affidavits, orders, judgments, appeal notices. Files rarely include transcripts of testimony.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 9 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an

**AGENCY:** District Court (Seventh District : San Juan County)

**SERIES:** 6878

**TITLE:** Criminal case files

(continued)

action may well extend beyond their immediate administrative use.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** District Court (Seventh District : San Juan County)

**SERIES:** 28255

3

**TITLE:** Docket checkout log book

**DATES:** 1956-1994

**ARRANGEMENT:** Chronological by date.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

Disposition is based on the unique nature of this book in providing a useful means of provenance on the various record books created by the Seventh District Court in San Juan County.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** District Court (Seventh District : San Juan County)

**SERIES:** 84204

4

**TITLE:** Inheritance tax liens registers

**DATES:** i 1907-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The district court clerk registers the estate settlements showing the heirs , devisees, or grantees, and their relationship to the deceased. This settlement was then assessed for tax purposes . Appraisal of property is included and the executor or administrator is named. If any real estate was subject to liens the lien was also registered.

**RETENTION:**

Retain \

**DISPOSITION:**

Transfer to the State Archives permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1907 and continuing to the present. Retain in State Archives permanently.

**AGENCY:** District Court (Seventh District : San Juan County)

**SERIES:** 13467

3

**TITLE:** Probate case files

**DATES:** 1888-

**ARRANGEMENT:** Numerical by case number.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical Legal

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an action may well extend beyond their immediate administrative use.



**AGENCY:** District Court (Seventh District : San Juan County)

**SERIES:** 13467

**TITLE:** Probate case files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Exempt.

Judicial records are public unless restricted under rules of civil procedure (UCA 63G-2-301-[1][f]). Included are custody proceedings, guardianship files, minutes, & probate records. Wills are generally

**AGENCY:** District Court (Seventh District : San Juan County)

**SERIES:** 28189

3

**TITLE:** Transcripts

**DATES:** 1896-

**ARRANGEMENT:** Chronological by date.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1896 through 1950. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Disposition based on the historic value of these records and their ability to provide further insight into case file series for which information may be limited.

**PRIMARY CLASSIFICATION:**

Public